

2006 EEOC TRAINING INSTITUTE COURSE REGISTRATION FORM

Course	Cost	Date and Location
New EEO Counselor (4 ½ days/32 hours)	\$925	
EEO Counselor Refresher (1 day/8 hours)	\$275	
New EEO Investigator (4 ½ days/32 hours)	\$925	
EEO Training for Managers (2 days)	\$550	
Drafting Final Agency Actions (3 days)	\$800	
Drafting Letters of Acceptance and Dismissal Decisions (2 days)	\$550	

REGISTRATION INFORMATION:

Last Name _____ First Name _____ Job Title _____

Agency/Employer _____ E-mail _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____

Are you a law enforcement professional? ☐ yes ☐ no

Please specify reasonable accommodation (s) requested: _____

BUSINESS IDENTIFICATION:

☐ Federal Government ☐ State or Local Government ☐ Other

POSITION CATEGORY:

☐ ADR Mediator ☐ Attorney ☐ EEO Dir/Mgr/Supv ☐ HR Dir/Mgr/Supv ☐ Other Mgr/Supv ☐ HR Staff

☐ EEO Inv/Counselor/Staff ☐ Union Rep ☐ President/Owner ☐ Other

PAYMENT METHOD:

Charge to: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Account No. _____ Expiration Date _____

Cardholder's Name (please print) _____

Signature _____ E-mail Address _____

☐ Government Purchase Order (print 8-digit Agency Location Code if Federal) _____

Purchase Order Preparer's E-mail Address or Phone No. _____

Agency's Tax Identification Number _____

☐ Check (payable to EEOC Training Institute) attached

REGISTRATION POLICIES AND PROCEDURES

Registration Payment:

Payment is requested in advance. Payment by check or credit card is preferred. If paying by credit card, please provide the name of the credit cardholder (as it appears on the card), the cardholder's e-mail address and the credit card expiration date. Payment by Federal Agency purchase order will be processed only if a copy of the purchase order (or SF-182/DD 1556 training form), purchase order number, and the Agency's 9-digit Tax Identification Number and 8-digit Agency Location Code (ALC) are provided. If payment is made by IPAC, please provide purchase order preparer's e-mail address and/or telephone number. If payment is by state or local government purchase order, please provide a mailing address for invoicing. EEOC's Tax Identification Number is 52-0812909.

Confirmation:

Registrants will receive written confirmation upon receipt of a properly completed registration form and payment. Since space is limited, please register early (preferably, three weeks before the course date). Late registrations will only be accepted on a space-available basis.

Substitutions, Cancellations and No-Shows:

Substitutions may be made anytime prior to the course date. Cancellations received at least seven (7) days before the course date are eligible for refunds, less a \$35 processing fee. Cancellations and registrations received less than seven (7) days before the course date, as well as No-Shows, are not eligible for refunds.

Reasonable Accommodations:

Please indicate any accommodation requirements on the registration form.

Hotel and Travel Arrangements:

Registrants are responsible for their own hotel and travel arrangements.

Certificates:

Registrants who complete training will receive EEOC Certificates of Completion at the conclusion of the course.

Human Resource Certification Institute (HRCI) Credit for Re-Certification:

Registrants who complete training will receive hour-for-hour credit for all courses.

Register online: www.eetraining.eeoc.gov (a discount is available for online)

Or mail registration form: EEOC Training Institute
P. O. Box 83933
Gaithersburg, MD 20883-3933

Or fax registration form: 301-545-0718

Questions: Call 1-800-600-6157 or 1-800-6158 (TTY)